**INTIMATE CARE POLICY**

**This policy should be read in conjunction with the: Pandemic Policy, Data Collection Policy, Confidentiality Policy, Health and Safety Policy, Key-person Policy, Administration of medicine Policy, Safe Recruitment Policy, Safeguarding Children Policy, Sick Children Policy, Parent Partnership. Also correlates with the EYFS April 2017 – Section 3; of which all set out the frameworks for supporting staff, parents, carers and children.**

The purpose of this policy is to advise parents and staff at Patcham Village Pre-school of our good practice in meeting the intimate care needs of the children.

We are expected to provide the care and assistance for our children during their sessions spent with us. In addition, it is recognised that appropriate physical contact may be necessary in the successful delivery of the Statutory Framework for the Early Years Foundation Stage (2017).

Physical prompting is a recognised teaching method in many curriculum areas, for example guiding a pupil in their use of tools such as scissors. There will also be times when children need comforting or encouraging by physical means.

In touching a child, staff should always be aware of the possibility of invading the child’s privacy and should respect the child’s wishes and feelings.

**What might we describe as intimate care?**

The following activities listed below are described as intimate care:

* Changing nappies,
* Assisting with toilet training
* Supporting a child with dressing/undressing
* Cleaning a child who has wet/soiled themselves
* Providing comfort and support for a distressed child
* Assisting a child requiring regular medical care who is unable to carry this out unaided.

Intimate care may be a regular or irregular part of the child’s curriculum depending on age and needs.

**Intimate care as medical needs**

* For some children who have complex intimate care needs and /or who may require assistance throughout the session, such assistance may be routine.
* Staff are willing to provide medical assistance when necessary with reasonable adjustment.
* For specialist medical needs, Patcham Village Pre-school will seek the appropriate training from a health professional. This may be the case if a child has a specific special need.

**Staff**

* All staff are DBS checked before unsupervised access to children is permitted.
* If a complaint is made as a result of staff carrying out their duties, Patcham Village Pre-school will do everything possible to investigate and resolve the issue. This may involve advising and working with Ofsted and any other relevant authorities.

**Key principles in addressing children’s intimate care needs:**

* To prevent cross contamination of infection staff changing nappies and soiled clothing will wear full PPE – Visor, face mask, apron and gloves.
* Children should be treated with dignity, respect and sensitivity and ensured privacy appropriate to their age/stage, culture, gender, religion and needs.
* Privacy is an important issue. Intimate care may be carried out by one staff member alone with a child. Staff should be open, informing others of their intentions to provide care, and doors left open allowing other members of staff visual access in order to protect the vulnerability of practitioner and child.
* Children should be allowed as far as possible to be responsible for their own intimate care. Avoid doing things for a child that they can do alone. If the child is able to help, we ensure they are given the chance to do so. If a child is fully dependent upon adult support, we talk to them about what we are doing and give choices where possible.

Ensuring all appropriate staff have access to relevant training and support

* All staff will access Safeguarding training as part of their induction programme; this is considered essential training and is renewed every three years.
* As part of Patcham Village Pre-school’s induction all staff will be made aware of all policies, and expected to comply with such.
* Specialist training for administering medication and treatment will be sought by a health professional.
* Patcham Village Pre-school Management will ensure that staff are kept up-to-date with training on intimate care procedures.

**Review of intimate care Policy**

This intimate care policy will be reviewed by the manager of Patcham Village Pre-school annually to ensure that it is addressing the needs of the children.

Staff should always be alert to, and respect any indication that the child is unhappy or uncomfortable.

This policy was reviewed on 28th July 2020 and replaces that which was adopted by Patcham Village Pre-school on 5th July 2019.

Signed by:

Manager (Janet Hornsby)

Date: